



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE:                      RESPITE CARE AND EMERGENCY PLACEMENT                      POLICY 4.01

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Authority:      42 CFR 483.440 (b)  
                    RCW 71A.12; 71A.16.010; 71A.20.090  
                    WAC 388-97  
                    WAC 388-825-055

**PURPOSE**

This policy establishes procedures for authorizing and providing respite care and emergency placements within the Division of Developmental Disabilities (DDD) Residential Habilitation Centers (RHCs) for persons with developmental disabilities.

**SCOPE**

This policy applies to all RHCs.

**DEFINITIONS**

**Adolescent** means a DDD eligible child age thirteen (13) through seventeen (17) years.

**Emergency** means a sudden, unexpected occurrence demanding immediate action.

**Emergency or temporary admission** of a person to an RHC means thirty-one (31) or more days in an RHC in a calendar year.

**Respite care** means temporary residential services provided to a person and/or the person's family on an emergency or planned basis not to exceed thirty (30) days in a calendar year in an RHC. Nursing Facility and DDD rules limit respite to thirty (30) days without an exception.





- iii. Placement history;
- iv. Employment history and interests; and
- v. Reason for referral, including reasons that preclude community placement.

### B. Discharge Procedures

1. A discharge plan will be in place upon admission for respite.

2. If extenuating circumstances prevent the discharge as planned, the DDD regional office responsible for the person will make alternative plans or request an extension of the RHC respite, not to exceed a total of thirty (30) days in the calendar year.
3. If a discharge does not/cannot occur within the thirty (30) days allowed for respite in a calendar year, written approval by the Division Director is required for any extension. The request to the Director must include a detailed plan and timeline for discharge.

C. Emergency RHC Admissions

1. Emergency admission of an adult to an RHC requires an exception to policy (ETP) from the Division Director and is temporary, pending the development of appropriate community resources.
2. Emergency admission of an adolescent to an RHC can occur when:
  - a. A voluntary placement plan is in place with DDD with the goal of community placement or family reunification; and
  - b. DDD determines that foster placement services cannot meet the emergency needs of the child/family; and
  - c. Progress towards placement planning is reported to the Division Director at least every ninety (90) days.
3. Children age twelve (12) and younger shall not be admitted to an RHC except for respite care and only by exception to policy.

**EXCEPTIONS**

1. The Regional Administrator must submit a written request for an ETP to the Division Director using [DSHS 05-010\(X\), Rule Exception Request](#).
2. The Division Director will make the final decision on ETP requests. The initial decision may be verbal, followed by a written confirmation on the ETP request form.

## SUPERSESSSION

Division Policy 4.01  
Issued April 13, 2000

Division Policy 4.01  
Issued June 30, 1999

Division Policy 4.01  
Issued February 14, 1994

Approved: /s/ Linda Rolfe  
Director, Division of Developmental Disabilities

Date: 6/25/2004